

U.S. Coast Guard and U.S. Public Health Service



Commissioned Corps Force Management (CCFM) Integration – Business Procedure Document – Foundation Tables

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INTRODUCTION

Foundation tables form the backbone of Direct Access. They are the tables that supply the list of valid values to choose when data entry is done in the Direct Access system. Foundation tables often contain a way of mapping values between the Direct Access system and other PHS systems such as COPS and CCP. Other words for foundation tables might be reference tables, pick lists or drop downs.

1 PORTAL

The Portal gives one click access to each Component. The links under Foundation Tables and Position Management will take you right to the Component name you are trying to access.

The screenshot displays the Oracle HR Portal interface. On the left is a navigation menu with options like 'Personalize', 'Content', and 'Layout'. The main area is divided into several sections:

- Accomplishments**: A table with columns for 'Accomplishment Data', 'Person Work Experience', 'Education', 'Licenses and Certificates', 'Honors/Awards', and 'Applicant Contract Data'.
- Assignments**: A table with columns for 'Job Requisition Data', 'Open Requisition', 'Requisitions Search - Employee', and 'Requisitions Search - Applicant'.
- Care HR**: A table with columns for 'Job Data', 'Statement of Creditable Ser', 'Licenses and Certificates', 'Honors and Awards', 'Education', 'Addresses', 'Emergency Contact', 'Member Class', 'CO Member Info', and 'Personal Data'.
- Foundation Tables**: A table with columns for 'Location Table' and 'Department Table'.
- Self Service**: A table with columns for 'Home and Mailing Address', 'Phone Numbers', 'Email Addresses', 'Emergency Contacts', 'Overseas Livable', 'My Job Preferences', 'Review My Resume', and 'Personal Information'.
- Position Management**: A table with columns for 'Job Code Table', 'Position Data', 'Role Competency', and 'Role Accomplishment'.
- Reports**: A table with columns for 'Essential Licenses', 'Officer Accomplishments', 'Applicant Accomplishments', 'Requisition Data', 'Router', and 'Query: Serco Lookup'.

2 LOCATION TABLE

PHS will use the location table to track Geographic Locations. PHS locations will reflect a city and state, rather than a specific building. The location table is maintained by CG-634.

2.1 Location Table Search

<p>From the Portal Home Page, click the Location Table hyperlink, located inside of the Foundation Tables box.</p> <p>Location Table</p> <hr/> <p>Find an Existing Value</p> <p>SetID: <input type="text" value="PHS"/></p> <p>Location Code: <input type="text"/></p> <p>Description: <input type="text"/></p> <p>City: <input type="text"/></p> <p>State: <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p><input type="checkbox"/> Include History</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search</p>
<p>The setid will default to POSTL. Change the setid to PHS to find a PHS location.</p>

2.2 Location Table – Location Address

Location Address		Location Profile		CG Location Data	
SetID:	PHS	Location Code:	MD0467	Business Units that use this Setid	
Location Address				View All First 1 of 1 Last	
Effective Date:	01/01/1901	Status:	Active		
Description:	ROCKVILLE, MD	Short Description:	ROCKVILLE,		
Building:	241360031	Floor #:	Language Code: Phone		
Country:	USA United States				
Address 1:					
Address 2:					
Address 3:					
City:	ROCKVILLE				
County:			Postal:		
State:	MD	Maryland			
<div> Save Return to Search Next in List Previous in List Previous tab Next tab Update/Display Include History </div>					
Location Address Location Profile CG Location Data					

- **Setid** will be 'PHS' for all PHS locations.
- **Location Code** is automatically set by the system when a new location is entered. Location Code is a six character field. The first two characters are the state or country that the location is in. The next 4 characters are a sequential number.
- As a convention, **Effective Date** is set to '01/01/1901' for all locations in existence at the time of system go live. New locations will also be added with this effective date.
- **Status** can be Active or Inactive. Only active locations that are effective prior to the position or job effective date will be available to put on a position data or officer job record.
- **Description** will be the City and State. **Short Description** will be the first 10 characters of the description.
- **Building** is a 10 character alphanumeric field. PHS will use this field to store the current GEOCODE for a location, which is a 9 character numeric value.
- **Floor #**, **Language Code**, and **Address 1, 2 and 3** will be left blank. PHS will not use location codes to describe specific work locations. PHS locations will be defined to the level of City and State.
- **City** will contain the city that the location reflects. **State** will contain the State if it us a US location. **Country** will reflect the country for the location.
- **County** and **Postal** will be left blank for PHS locations.

2.3 Location Table – Location Profile

Location Address	Location Profile	CG Location Data
SetID: PHS Location Code: MD0467		
Location Profile View All First 1 of 1 Last		
Description: ROCKVILLE, MD Effective Date: 01/01/1901 Status: Active		
Salary Default		
SetID: Plan:		
Reg Region: Holiday Schedule:		
▼ USA		
Taxing Locality:		
Establishment ID: PHS PHS		
<div> Save Return to Search Next in List Previous in List Previous tab Next tab Update/Display Include History </div>		
Location Address Location Profile CG Location Data		
<ul style="list-style-type: none"> • Establishment ID is used to combine different locations together for regulatory reporting. The field is required for US locations, and will be set to 'PHS'. • The remaining fields on this page will be left blank. 		

2.4 Location Table – CG Location Data

Location Address
Location Profile
CG Location Data

SetID: PHS
Location Code: MD0467

Scroll Area
View All
First
1 of 1
Last

Description: ROCKVILLE, MD
Effective Date: 01/01/1901
Status: Active

Coast Guard Location Data
Location Code: MD0467

Congressional District:

OCONUS
Foreign State
Afloat
Isolated

Save
Return to Search
Next in List
Previous in List
Previous tab
Next tab
Update/Display
Include History

[Location Address](#) | [Location Profile](#) | [CG Location Data](#)

- **Isolated** will be used to identify locations that qualify for the Isolated ribbon.
- **Foreign State** will be used to identify locations that are located outside of the United States. This field will meet the requirements for the Foreign Duty ribbon.
- **OCONUS** will be used to identify locations that are outside of the Continental United States. OCONUS includes Alaska and Hawaii. This will be used to help estimate the relocation cost related to a transfer.
- **Congressional District** and **Afloat** will be left blank for PHS locations.






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3 DEPARTMENT TABLE

The Department Table is an important table within the PeopleSoft system. The department table groups personnel into administrative units for reporting, but it also plays an important role in controlling security within the system. For PHS, this table will hold PHS Administrative Codes.

PHS Administrative codes originate with HHS. Every couple of weeks PHS receives a new list of Administrative Codes. The new file is processed and PHS specific values are added. The final file is stored in COPS. Direct Access will receive changes to the department table from PHS via an inbound COPS interface.

3.1 Department Table – Department Search

<p>From the Portal Home Page, click the Department Table hyperlink, located inside of the Foundation Tables box.</p> <p>Department Table</p> <hr/> <p>Find an Existing Value</p> <p>SetID: <input type="text" value="PHS"/> </p> <p>Department: <input type="text"/></p> <p>Description: <input type="text"/></p> <p>Company: <input type="text"/> </p> <p>Location SetID: <input type="text"/> </p> <p>Location Code: <input type="text"/> </p> <p>Budget with Department: <input type="text"/></p> <p>Administrative Target Unit: <input type="text"/></p> <p>Operational Facility Code: <input type="text"/></p> <p>Department Type Code: <input type="text"/> </p> <p><input type="checkbox"/> Case Sensitive</p> <p><input type="checkbox"/> Include History</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search</p>	
<ul style="list-style-type: none"> • To look up a department type the PHS administrative code into the Description field. • To look up a list of departments within an agency, use the magnifying glass beside the Department Type Code to find the agency select the search button. 	

3.2 Department Table – Department Profile

Department Profile		Comm. Acctg. and EG		CG Department Data	
SetID:	PHS	Department:	121441	Business Units that use this Setid	
<div> Department Profile View All First 1 of 1 Last </div>					
Effective Date:	01/01/1901	Status:	Active		
Description:	ACC2	Short Desc:	OS PH&S		
Location SetID:					
Location:					
Company:	PHS	Public Health Service Employees			
Manager ID:					
Manager Position:					
EmplID:					
Budget Year End Date:					
Budget Level:	None				
USA					
<div> Save Return to Search Previous tab Next tab Update/Display Include History </div>					
Department Profile Comm. Acctg. and EG CG Department Data					

- **SetID** will be 'PHS' for all PHS departments.
- **Department** is a code that is automatically assigned by the system with the next sequential department number.
- As a convention, **Effective Date** is set to '01/01/1901' for all departments in existence at the time of system go live. As departments are updated, the actual effective date for the update will be used.
- **Status** can be Active or Inactive. Only active departments that are effective prior to the position or job effective date will be available to put on a position data or officer job record.
- **Description** will hold the PHS Administrative code value. This value can be up to 11 characters long.
- **Short Description** will be the Bureau Abbreviation from the Administrative Code table.
- **Company** will be 'PHS' for all departments.

Several Fields will not be used by PHS and will be left at the default value or blank:

- **Location Setid** and **Location** will be left blank.
- **Manager ID** and **Manager Position** will be left blank.
- **Budget Year End Date** will be left blank.
- **Budget Level** will be left at the default value of 'None'.
- **Tax Location Code** will be left blank.
- **GL Account #- Expense** will be left blank.
- **U.S. EEO4 Function** will be left blank.

3.3 Department Table – Comm Acctg and EG

Department Profile		Comm. Acctg. and EG	CG Department Data
SetID:	PHS	Department:	121441
Commitment Accounting and EG		View All First 1 of 1 Last	
Effective Date:	01/01/1901	Status:	Active
FTE Edit Indicator:	No Edit		
Tenure Processing			
<input type="checkbox"/> Can Grant Tenure			
Commitment Accounting			
<input type="checkbox"/> Use Comm. Acctg. / Budgeting?		Budget with Department:	PHS
<input type="checkbox"/> Use Encumbrance Processing?			
<input type="checkbox"/> Use Actuals Distribution?			
<div>Save Return to Search Previous tab Next tab Update/Display Include History</div> <div>Department Profile Comm. Acctg. and EG CG Department Data</div>			

- This page will have default data.

3.4 Department Table – CG Department Data

Department Profile		Comm. Acctg. and EG		CG Department Data	
SetID:	PHS	Dept ID:	121441		
Coast Guard Department Data					
Eff Date:	01/01/1901	Status:	Active	OPFAC Print Cd:	
Category:	Dept	PDS OPFAC:	HHS	PMIS OPFAC:	
ATU	OPFAC	MOD		Descr	Office
00	HHS			ACC2	
Type:	OS	Office of the Secretary			
Title:					
Long Name:	DIVISION OF INFORMATION & EDUC				
Short Name:	Hull #:				
Loc SetID:					
Location:					
Phone:					
Save Return to Search Previous tab Next tab Update/Display Include History					
Department Profile Comm. Acctg. and EG CG Department Data					

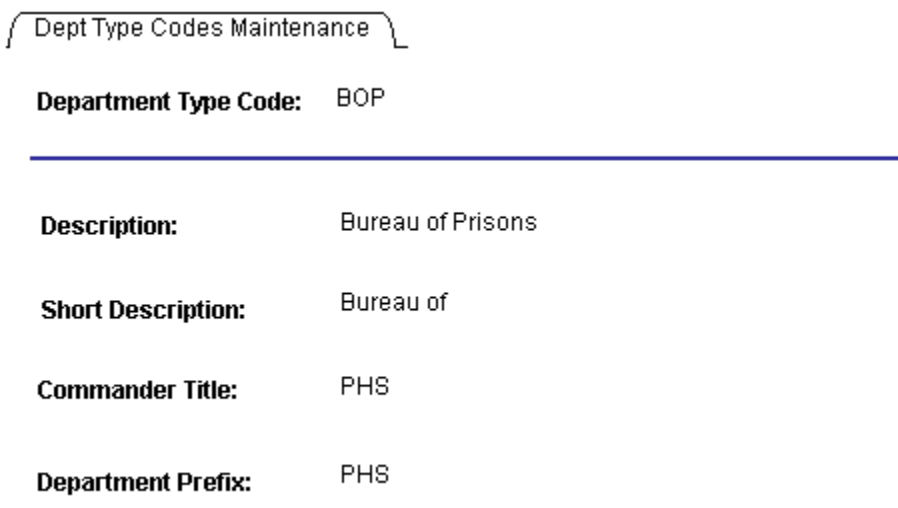
- **Effective Date, Status** and **Descr** are the same as the Department Profile page.
- **Category** is a required field. It will be set to the default value of 'Dept'.
- **ATU** is a required field. It will be set to the default value of '00'.
- **OPFAC** is a required field. It will be set to the Administrative Domain from the Administrative Code table. At go live, the Administrative Domain is defined as HHS for all current departments and WANG for historic departments.
- **Type** indicates the Agency. This will come from the Agency Abbreviation field on the Administrative Code table.
- **Long Name** will hold the description of the department, and allows up to 60 characters. This will come from the Name field on the Administrative Code table.

Several fields will not be used by PHS or will use default value:

- **OPFAC Print Cd** will be left blank
- **MOD** will be left blank
- **Office** will be left blank
- **Title** will be left blank
- **Short Name** will be left blank
- **Hull #** will be left blank
- **Loc SETID** and **Location** will be left blank.
- **Phone** will be left blank.

3.5 Department Type Table

Department Type will be used to track PHS Agency. The Department type field can be used to select positions from the Shopping List during the assignment process. It is also displayed in work history summaries. The Department Type table is maintained by CG-634.

	<p>From the Portal Home Page, click the Develop Workforce hyperlink. Then, click the Setup hyperlink located underneath the Manage PAL hyperlink. Lastly, click the Department Type Codes Maintenance hyperlink.</p>  <p>The screenshot shows a web interface titled "Dept Type Codes Maintenance". It contains several fields with labels and values:</p> <ul style="list-style-type: none"> Department Type Code: BOP Description: Bureau of Prisons Short Description: Bureau of Commander Title: PHS Department Prefix: PHS
	<ul style="list-style-type: none"> • Department Type Code is an alphanumeric value used to represent the department type. Where possible, we have used the same value as the Agency Abbreviation field on the PHS Administrative Code table. • Description is a 30 character description of the department type. • Short Description is a 10 character description of the department type. We have set this to the first 10 characters of the description. • Commander Title and Department Prefix will be 'PHS'

4 JOB CODE TABLE – OFFICER JOB CODES

PHS will use the Job Code Table in two ways. Officer Job Codes will be associated with an officer on the Job record. Officer Job Codes will indicate an officer's Category, Military Rank and Military Title. Position Job Codes will be associated with job requisitions. We describe the information for the Officer Job Code here. The information for the Position Job Code is found in the PHS Decision Matrix – Position Management. The Jobcode Table will be maintained by CG-634.

4.1 Officer Job Code Table - Job Code Profile

From the Portal Home Page, click the **Define Business Rules** hyperlink. Then, click the **Job Code Table** hyperlink.

Job Code Profile

Default Compensation

SetID: PHS Job Code: 070094 [Business Units that use this Setid](#)

Job Code Profile

View All First 1 of 1 Last

Effective Date: 01/01/1901 **Status:** Active
Job Title: CDR Vetrinarian
Job Title: CDR
Job Description: Senior Vetrin Off
Job Function Code:
Job Family: VET **Manager Level:** Other
Standard Hours: 40.00 **Standard Work Period:** W Weekly
Workers' Comp Code:
Comp Freq: M Monthly ☐ **Medical Checkup Required**
Regular/Temporary:

USA

Union Code:
EEO-1 Job Category: No EEO-1 Reporting
EEO-4 Job Category: No EEO-4 Reporting
EEO-5 Job Category: No EEO-5 Reporting
EEO-6 Job Category: No EEO-6 Reporting
Standard Occupational Classif:
EEO Job Group:
FLSA Status: Nonexempt
Tipped: Not Tipped

Save

Return to Search

Update/Display

Include History

effective.

- **Effective Status** can be Active or Inactive. Job codes are never deleted from the system. Instead, a new effective dated row with a status of inactive is added when a value is no longer valid.
- **Job Title** is a 30 character description of the Job Code. The Job Title reflects the officer's Rank, Category, and Discipline.
- **Job Family** contains a list of discrete values that can be used to group jobcodes into families. The Job Family will reflect the Category and Discipline related to the jobcode.

Several fields will not be used by PHS, and will be set to blank or left at their default value:

- **Job Description** will be left blank on officer jobcodes
- **Job Function Code** will be left blank on officer jobcodes.
- **Standard Occupational Classif** will be left blank on officer jobcodes.
- **Manager Level** will be set to a default value of 'Other'.
- **Standard Hours** will be set to a default value of '40'.
- **Standard Work Period** will be set to a default value of 'Weekly'.
- **Workers Comp Code** will be left blank.
- **Comp Frequency** will be set to 'Monthly'.
- **Regular / Temporary** will be left blank.
- **Medical Checkup Required** will be left blank.
- **Union Code** will be left blank.
- The EEO reporting fields will all be set to the default No EEO Reporting
- **EEO Job Group** will be left blank.
- **FLSA Status** will set to the default 'Non Exempt'
- **Tipped** will be set to the default 'Not Tipped'.

4.2 Officer Job Code Table - Default Compensation

Job Code Profile		Default Compensation	
SetID:	PHS	Job Code:	070094
Default Compensation View All First 1 of 1 Last			
Description:	CDR Vetrinarian		
Effective Date:	01/01/1901	Status:	Active
Sal Plan/Grade/Step			
Salary SetID:	AUSCG	Salary Administration Plan:	OFF 05
Salary Survey			
		Midpoint	
Survey Salary:	Hourly:	24,698.077	USD
	Daily:	140,745	USD
Salary Survey Job Code:	Monthly:	4,281,000	USD
	Annual:	51,372,000	USD
Pay Components View All First 1 of 1 Last			
Rate Code	Details	Comp Rate	Currency Frequency Percent Apply FTE
1	Details		<input type="checkbox"/>

- **Salary SETID** will be 'AUSCG'. PHS will share salary administration plan and grade tables with the Coast Guard.
- **Salary Administration Plan** will be 'OFF' on the Job Code table, which is the plan for Officers without prior enlisted experience.
- **Grade** will reflect the grade associated with the jobcode from O1 to O10.
- The **Salary Survey** and **Pay Components** fields will be left blank.

4.3 Job Code Table – Intelligent Code

Job Code is an intelligent alphanumeric identifier.

Job Code is an intelligent key in Direct Access. For purposes of this discussion we will represent the six positions of the jobcode as ABCDEF.

- A Indicates if the jobcode is for an officer or a position
- BCD Indicates the category and discipline
- EF Indicates the pay grade for the position. The pay grade is the number equal to 99 less the jobs pay grade (1 through 10). The pay grades were done in this way so that an alphabetical sort of jobcodes would put the higher ranking jobs at the top of the list.

A For Officer Job Codes, this will be zero '0', which indicates Officer. This matches the Coast Guard convention.

For Position Job Codes, this will be 'P', which indicates Position

BCD Will be an indication of Category.

The 'B' character will indicate Category. The following values will be used for PHS categories for both Officer and Position Job Codes.

Dentist	2
Dietitian	9
Engineer	4
Environmental Health	
Officer	6
Health Services Officer	H
Medical Officer	1
Nurse	3
Pharmacist	8
Scientist	5
Therapist	T
Veterinarian	7
Multidisciplinary	X
Research Officers Group	R

For both Officer and Position Job Codes, the 'CD' characters may change to represent different disciplines within a category. For example, H01 would be HSO Chemist. H02 would be HSO Dental Hygienist. For categories that are not broken into disciplines, the 'CD' characters will be zero-zero '00'.

HSO Disciplines (Characters BCD)

Chemist	H01
Dental Hygienist	H02
Optometrist	H03
Physician Assistant	H04
Human Scientist -	
Gerontologist	H05
Information Technologist	H06
Medical Technologist	H07
Microbiologist	H08
Pharmacologist	H09
Psychologist	H10
Social Worker	H11
Medical Records Admin	H12
Podiatrist	H13

Masters in Public Health	H14
Health Care Administrator	H15
Epidemiologist	H16
HSO-General	H17

Scientist Disciplines (Characters BCD)

General Health Scientist	501
Behavioral Scientist	502
Biological Scientist	503
Chemical Scientist	504
Nutritional Scientist	505
Environmental Health Scientist	506
Public Health Scientist	507
Pharmacological Scientist	508
Mathematical Scientist	509
Epidemiological Scientist	510

Therapist Disciplines (Characters BCD)

Physical Therapist	T01
Occupational Therapist	T02
Speech Path/Audio Therapist	T03
Respiratory Therapist	T04

ROG Disciplines (Characters BCD)

ROG Associate	R01
ROG Fellow	R02
ROG Tenure Track	R03
ROG Tenure	R04

EF For Officer Job Codes, 'EF' characters will be an indication of Grade. The value would be 99-Officer Grade. Therefore, the Surgeon General would be '90' and an Ensign would be '98'. This matches the Coast Guard convention and was done so that Job Codes would sort appropriately for grade.

Position Job Codes do not have a grade. The 'EF' characters will be a sequential identifier, with no special meaning.

5 JOB CODE TABLE – POSITION JOB CODES

5.1 Position Job Code Table – Job Code Profile

Standard Positions will be tracked as Position Job Codes within the Direct Access system. The Position Job code will not match the Officer Job code on the officer's job record. The job code on the officer's job record will represent the officer's actual rank and category. In the future when Transformation Positions are created, position job codes will be associated with an officer's position and the position will be associated with an officer. In Release 1, Position Job codes will never be associated with an officer, but may be associated with a job requisition. Position Jobcodes are maintained by CG-634

From the Portal Home Page, click the **Define Business Rules** hyperlink. Then, click the **Job Code Table** hyperlink.

Job Code Profile

Default Compensation

SetID: PHS
Job Code: P10002
[Business Units that use this Setid](#)

Job Code Profile

View All First 1 of 1 Last

Effective Date: 01/01/1901
Status: Active

Job Title: Physician, Clinical

Job Title: Physician,

Job Description: Provide and/or oversee outpatient and/or inpatient medical care as

Job Function Code: CLN Clinical

Job Family: MED
Manager Level: Other

Standard Hours: 40.00
Standard Work Period: W Weekly

Workers' Comp Code:

Comp Freq: M Monthly

Regular/Temporary:
☐ Medical Checkup Required

USA

Union Code:

EEO-1 Job Category: No EEO-1 Reporting

EEO-4 Job Category: No EEO-4 Reporting

EEO-5 Job Category: No EEO-5 Reporting

EEO-6 Job Category: No EEO-6 Reporting

Standard Occupational Classif: 0602 Medical Officer

EEO Job Group:

FLSA Status: Nonexempt

Tipped: Not Tipped

Save
Return to Search
Update/Display
Include History

	<ul style="list-style-type: none"> • Standard Positions will be tracked as Position Jobcodes within the Direct Access system. • Jobcode is an intelligent key in the Direct Access system. See the description of the key under the officer jobcode section of this document. • The Standard Position Title will be the Job Title field. This is a field that allows a 30 character description of the position. • The Standard Essential Duties will be in the Job Description field. This is a memo field that allows for a paragraph or several paragraphs describing the position. • Professional Category and Discipline will be in the Job Family field. • Functional Group will be in the Job Function Code field. • Standard Occupational Classification will hold the civil service series code <p><i>There are certain values that will not be used and will be given standard default values for all jobcodes:</i></p> <ul style="list-style-type: none"> • Manager Level will be set to 'Other'. • Standard Hours will be set to '40'. • Standard Work Period will be set to 'Weekly'. • Workers Comp Code will be left blank. • Compensation Frequency will be set to 'Monthly'. • Regular Temporary will be left blank. • Medical Checkup Required will be left blank. • Union Cd will be left blank. • EEO-1 Job Category, EEO-4 Job Category, EEO-5 Job Category and EEO-6 Job Category will all be left at their default value of no EEO Reporting. • EEO Job Group will be left blank. • FLSA Status will hold the default value of 'Nonexempt'. • Tipped will hold the default value of 'Not Tipped'.

5.2 Position Jobcode Table – Default Compensation

Job Code Profile		Default Compensation	
SetID:	PHS	Job Code:	P10002
Default Compensation		View All First 1 of 1 Last	
Description:	Physician, Clinical		
Effective Date:	01/01/1901	Status:	Active
Sal Plan/Grade/Step			
Salary SetID:	AUSCG	Salary Administration Plan:	OFF
Salary Survey			
		Midpoint	
Survey Salary:		Hourly:	
Salary Survey Job Code:		Daily:	
		Monthly:	
		Annual:	
Pay Components		View All First 1 of 1 Last	
Rate Code	Details	Comp Rate	Currency Frequency Percent Apply FTE
1	Details		<input type="checkbox"/>

- Position Jobcodes will not have a grade.

6 POSITION DATA

6.1 Position Data – Description

From the Portal Home Page, click the **Develop Workforce** hyperlink. Then, click the **Use** hyperlink located underneath the **Manage Positions** hyperlink. Lastly, click the **Position Data** hyperlink.

From the Portal Home Page, click the **Develop Workforce** hyperlink. Then, click the **Use** hyperlink located underneath the **Manage Positions** hyperlink. Lastly, click the **Position Data** hyperlink.

[Description](#) | [Work Location](#) | [Job Information](#) | [Specific Information](#) | [Budget and Incumbents](#) | [PHS Position Data](#)

Position Number: 00103469 ACTING DIRECTOR, MEDICAL STAFF
Headcount Status: Open **Current Head Count:** 0 out of 1

[View All](#) [First](#) ◀ 1 of 1 ▶ [Last](#)

Effective Date: 01/01/1901 **Status:** Active
Reason: NEW New Position **Action Date:** 03/17/2009
Position Status: Approved **Status Date:** 01/01/1998 ☐ **Key Position**

Reports To:

Dotted-Line Report:

Title: ACTING DIRECTOR, MEDICAL STAFF **Short Title:** ACTING DIR
Long Description: [Detailed Job Description](#)

[Save](#) [Return to Search](#) [Previous tab](#) [Next tab](#) [Update/Display](#) [Include History](#)

[Description](#) | [Work Location](#) | [Job Information](#) | [Specific Information](#) | [Budget and Incumbents](#) | [PHS Position Data](#)

- The **Position Number** is a unique position ID number. This field has no intelligence and is automatically generated by the system when a new position is added. PHS and the Coast Guard positions will be mixed sequentially. It will not be possible to tell, by the position number alone, whether a position is part of the Coast Guard or PHS.
- The **Effective Date** is used to track changes to position data over time when changes are made to a position, a new effective dated row is added to the position.
- The **Reason** is used to track the reason that a change was made to a position. All PHS Positions will have the default reason of 'NEW'
- The **Status** can be Active or Inactive. The **Position Status** can be Approved, Proposed or Frozen. Only Active Approved positions can be associated with an officer's Job record.
- The **Status Date** records the date that a position received its current status.
- The **Long Description** field will be blank.
- The **Position Title** field holds a 30 character description of the position. The **Short Title** field holds a 10 character description.
- The **Key Position** checkbox will be checked yes for all positions.
- The **Reports To** and **Dotted-Line Report** fields will be left blank.

6.2 Position Data – Work Location

Description	Work Location	Job Information	Specific Information	Budget and Incumbents	PHS Position Data
Position Number:	00103469	ACTING DIRECTOR, MEDICAL STAFF			
Headcount Status:	Open	Current Head Count:	0 out of	1	
View All First 1 of 1 Last					
Effective Date:	01/01/1901	Status:	Active		
Regulatory Region:	USA	United States			
Company:	PHS	Public Health Service Employees			
Business Unit:	PHS	PHS			
Department:	130284	HF			
Location Code:	CONV	Conversion			
<div> Save Return to Search Previous tab Next tab Update/Display Include History </div>					
Description Work Location Job Information Specific Information Budget and Incumbents PHS Position Data					
<ul style="list-style-type: none"> Regulatory Region, Company and Business Unit are all Set Control Values. A set control value determines which SETID is used for foundation tables. Certain foundation tables, such as Department and Location, have a SETID which allows a different set of table values to be used for different populations in the database. Where SETID is available, PHS will be able to have a different set of foundation table values than the Coast Guard. The Regulatory Region will be 'USA' for all PHS positions. The Company will be 'PHS' for all PHS positions. The Business Unit will be 'PHS' for all PHS primary positions. Department will be used to indicate the Agency for the position. Location Code will be blank. 					

6.3 Position Data – Job Information

Description	Work Location	Job Information	Specific Information	Budget and Incumbents	PHS Position Data	
Position Number: 00103469		ACTING DIRECTOR, MEDICAL STAFF				
Headcount Status: Open		Current Head Count: 0 out of		1		
View All First 1 of 1 Last						
Effective Date: 01/01/1901		Status: Active				
Job Code: CONV		CONV		Manager Level: All Other Positions		
Reg/Temp: Regular						
Full/Part Time: Full-Time						
Regular Shift: Not Applicable						
Union Code:						
Defaults						
Salary Plan: OFF		Grade: O6		Step:		
Standard Hours: 40.00		Work Period: W		Weekly		
		Mon	Tue	Wed	Thu	Fri
		8.00	8.00	8.00	8.00	8.00
						Sat
						Sun
<div> Save Return to Search Previous tab Next tab Update/Display Include History </div>						
Description Work Location Job Information Specific Information Budget and Incumbents PHS Position Data						
<ul style="list-style-type: none"> • Job Code will be set to 'CONV'. • Reg/Temp will default to 'Regular' for all positions. • Full/Part Time will default to 'Full Time' for all positions. • Regular Shift will default to 'Not Applicable' for all positions. • Union Code will be left blank for all positions. • Salary Plan will be 'OFF' for all positions. • Grade will be a value of O1 to O10 which contains the recommended grade for the position. • Step will be left blank for all positions. • Standard Hours will be 40 for all positions. • Work Period will be weekly for all positions. 						

6.4 Position Data – Specific Information

Description	Work Location	Job Information	Specific Information	Budget and Incumbents	PHS Position Data
Position Number: 00103469		ACTING DIRECTOR, MEDICAL STAFF			
Headcount Status: Open		Current Head Count: 0 out of 1			
View All First 1 of 1 Last					
Effective Date: 01/01/1901		Status: Active			
Max Head Count: 1					
Mail Drop ID:		<input checked="" type="checkbox"/> Budgeted Position			
Work Phone:		<input type="checkbox"/> Confidential Position			
Health Certificate:		<input type="checkbox"/> Job Sharing Permitted			
Signature Authority:					
Education and Government					
Save Return to Search Previous tab Next tab Update/Display Include History					
Description Work Location Job Information Specific Information Budget and Incumbents PHS Position Data					

- Max Head Count will be '1' for all PHS positions.
- Mail Drop ID will be blank for all positions.
- Work Phone will be blank for all positions.
- Health Certificate will be blank for all positions
- Signature Authority will be blank for all positions
- Budgeted Position will be checked 'Yes' for all positions.
- Confidential Position will be left blank for all positions.
- Job Sharing Permitted will be left blank for all positions

6.5 Position Data – Budget and Incumbents

Description	Work Location	Job Information	Specific Information	Budget and Incumbents	PHS Position Data
Position Number: 00103469		ACTING DIRECTOR, MEDICAL STAFF			
Headcount Status: Open		Current Head Count: 0 out of 1			
Current Budget					
Head Count: 0		Current Budget FTE: 0.00		Amount: 0.000	
Current Incumbents First 1 of 1 Last					
EmplID	Empl Rcd#	Name			
0					
Save Return to Search Previous tab Next tab Update/Display Include History					
Description Work Location Job Information Specific Information Budget and Incumbents PHS Position Data					

- This is a display only page that lists the current incumbents for a position.

6.6 Position Data – PHS Position Data

Description	Work Location	Job Information	Specific Information	Budget and Incumbents	PHS Position Data
Position Number: 00103469 ACTING DIRECTOR, MEDICAL STAFF Headcount Status: Open Current Head Count: 0 out of 1					
Effective Date: 01/01/1901 Status: Active					
CCP Number: 01HF918 Title: ACTING DIRECTOR, MEDICAL STAFF					
Position Src Code: MIL Agency: Food and Drug Administration					
Position Type: Acting Audit Date: Primary Job: Management Tour Length: months Security Clearance: No Clearance Required Hard to Fill: <input type="checkbox"/> Physical Demands: Hardship/Hazardous: <input type="checkbox"/> Sensitivity Code: Approp: Reimbrsble Deployment Eligibility: Gen Detail: Assigned					
<div> <input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Previous tab"/> <input type="button" value="Next tab"/> <input type="button" value="Update/Display"/> <input type="button" value="Include History"/> </div>					
Description Work Location Job Information Specific Information Budget and Incumbents PHS Position Data					
<ul style="list-style-type: none"> The CCP Number will be stored in a custom field. This will be a 7 character free text alphanumeric field with no validation within the Direct Access system. The field holds the CCP / COPS position number. Title will track the position's Title. Agency will display the position agency. The display will be based on the code selected in the Department field. Position Type will indicate the type of position. . Primary Job will indicate the nature of the position. <p><i>There are certain values that will not be used and will be given standard default values for all jobcodes:</i></p> <ul style="list-style-type: none"> The Audit Date will be blank. Position Source will be set to a default value of 'MIL'. Security Clearance will be set at the default value of 'No Clearance Required'. Physical Demands will be blank. Sensitivity Level will be blank. Deployment Eligibility will be blank. Tour Length (months) will be blank. Hard to Fill will be set to the default value of 'N' or No. Hazardous will be set to the default value of 'N' or No. Approp and Gen Detail are custom Coast Guard fields required for all Direct Access Positions. PHS will need to populate these fields with a default value in order to save a position within the system. 					

7 ROLE ACCOMPLISHMENT TABLE

The **Role Accomplishment** table in Direct Access allows a user to define accomplishments for a position job code. There are several different Categories of Accomplishment: Degree, Honor or Award, Language, License or Certification, Membership, Test.

7.1 Role Accomplishment Table – Assign Accomplishments

From the Portal Home Page, click the **Develop Workforce** link. Then, click the **Use** link located underneath the **Manage Competencies** link. Lastly, click the **Role Accomplishment** link.

Assign Accomplishments Rank Accomplishments

Accomplishments View All First 1 of 1 Last

SetID: PHS Job Code: 060094

Effective Date: 01/01/1901

Default From

Job Family Job Code

Assigned Accomplishments View All First 1 of 1 Last

Category	Accomplishment
<input type="checkbox"/> Lic/Certif	Nursing, Registered Nurse

Category Accomplishment

Source Accomplishments View All First 1 of 1 Last

Accomp Description

Save Return to Search Add Update/Display Include History Correct History

[Assign Accomplishments](#) | [Rank Accomplishments](#)

- This page lists the accomplishments preferred for a position jobcode.

7.2 Role Accomplishment Table – Rank Accomplishments

Assign Accomplishments

Rank Accomplishments

Rank Accomplishments

View All First 1 of 1 Last

SetID: PHS Job Code: 060094

Effective Date: 01/01/1901

Order By
Accomplishment Importance

Assigned Accomplishments

View All First 1 of 1 Last

Accomplishment	Importance
NRSRN Nursing, Registered Nurse	★ ★ ★ ★ ★ Average

Save

Return to Search

Add

Update/Display

Include History

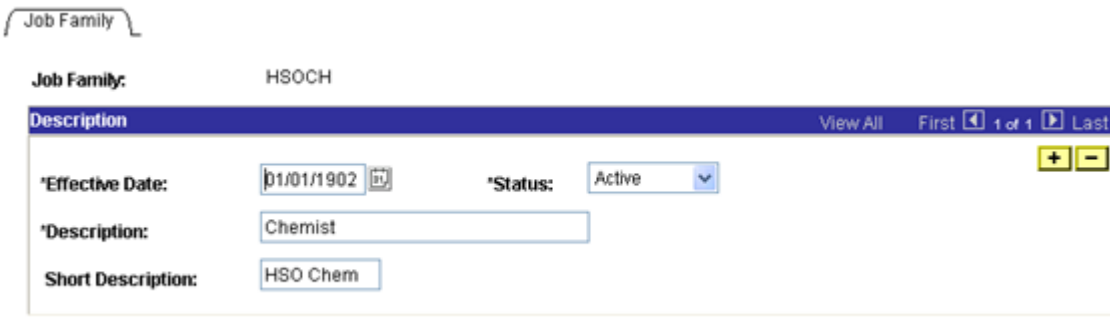
Correct History

[Assign Accomplishments](#) | [Rank Accomplishments](#)

- Level of accomplishment will be set to 3 – Average for all accomplishments.

8 JOB FAMILY TABLE

The Job Family table will be used to track PHS Category and Discipline. The Job Family table will be maintained by CG-634.

<p>From the Portal Home Page, click the Develop Workforce hyperlink.</p> 	
<ul style="list-style-type: none"> • As a convention, Effective Date is set to '01/01/1902' for all job families in existence at the time of system go live. This date should also be used for any future job families added to ensure that a job family is always available for new job codes. • Status can be Active or Inactive. Only active job families will be available to put on job code. • Job Family is an alphanumeric identifier for the Category or Category and Discipline. • Description is a 30 character title of the Category or Category and Discipline • Short Description is a 10 character description. For Disciplines, the short description field will be used to indicate the Category. 	